



CITY OF HOUSTON

Human Resources
Department

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To All Interested Parties:

The Human Resources Department of the City of Houston is inviting information technology staffing agencies with local offices to submit proposals to provide information technology staffing services to the City of Houston. Attached, you will find a copy of the Request For Proposal (RFP) for your review and consideration.

If you are interested in providing information technology staffing services to the City of Houston, please review and comply with the request for information set forth in the attached RFP.

The RFP contains the following sections:

- ❖ Introduction
- ❖ General Instructions
- ❖ Proposal Outline and Content
- ❖ Scope of Services
- ❖ Contractual Terms, Conditions, Exceptions and Limitations
- ❖ Evaluation of Proposal
- ❖ Exhibits

The deadline for submitting a proposal is 11:00 a.m. (CST) Friday, September 22, 2006. No proposals will be accepted after that time and date.

Included is an **Agency's Transmittal Checklist, which must be completed and returned** with your proposal.

Thank you, in advance, for your interest in submitting a proposal.

Sincerely,

Candy Clarke Aldridge
Acting Human Resources Director

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